

# Subgrant Financial Report For Project Income

Department of Criminal Justice Services

805 East Broad Street

Richmond, Virginia 23219

This form is to be used only by subgrantees in reporting income from grant activities. See attached detailed instructions for completing this form.

<b>Subgrantee</b>	<b>Grant Number</b>
<b>Grant Period</b>	<b>Prepared By</b> <b>Date</b>
<b>Type of Report</b>	<b>Project Activity During:</b>
Quarterly Ending[ ] Final[ ]	1st qtr [ ] 2nd qtr [ ] 3rd qtr[ ] 4th qtr [ ]

1. CASH BALANCE Beginning of Quarter G. \_\_\_\_\_

2. RECEIPTS (INCOME) BY SOURCE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL RECEIPTS H. \_\_\_\_\_

3. EXPENDITURES (IF ANY)\*  
Personnel \_\_\_\_\_  
Supplies & Operating \_\_\_\_\_  
Travel \_\_\_\_\_  
Equipment \_\_\_\_\_  
Consultant/Professional Services \_\_\_\_\_  
Other (Specify) \_\_\_\_\_  
\_\_\_\_\_

TOTAL EXPENDITURES I. \_\_\_\_\_

4. CASH BALANCE End of Quarter Balance (G+H-I) J. \_\_\_\_\_

\* The above expenditures were made for criminal justice purposes. \_\_\_\_Yes \_\_\_\_No  
If any portion of these expenditures were for other activities, please attach a description of those activities.

Signature \_\_\_\_\_  
Project Director/Finance Director